



Iowa Department of Human Services

Terry E. Branstad
Governor

Kim Reynolds
Lt. Governor

Charles M. Palmer
Director

September 30, 2014

Shelly Christensen
600 E. 14th St.
Atlantic, IA 50022

Dear Child Care Provider,

This letter is in regards to the September 25, 2014 compliance check of your Level B, Registered Child Development Home. Iowa Code Chapter 237A and 441 Iowa Administrative Code, Chapter 110, describes specific requirements that must be met by a Registered Child Development Home.

The following areas were out of compliance at the time of my visit:

- ☐ 110.5(1)b All medicines and poisonous, toxic, or otherwise unsafe materials are secured from access by a child. *Provider has medications in kitchen cupboard and these are accessible to the children if they used a chair. Provider agreed to either put on a child safe lock or lock box for medications.*
- ☐ 110.5(1)k Fire and tornado drills are practiced monthly and documentation kept. *Provider has not documented these since April 2014. Provider agreed to get back on track with drills and document them.*
- ☐ 110.5(1)m Has not less than one 2A 10BC rated fire extinguisher in a visible and readily accessible place on each child-occupied floor. *Provider has a fire extinguisher but it was empty. Provider needs to obtain a new fire extinguisher.*
- ☐ 110.5(1)n Each smoke detector is tested monthly, and a record is kept for inspection purposes. *Provider stopped keeping track in April 2014. Provider agreed to start testing and documenting.*
- ☐ 110.5(1)q All dogs and cats have annual examinations. Records of the exams are on file and must verify that routine immunizations are current and animal is free of endo and ecto parasites. *Provider has two dogs and one of them just had a litter or puppies. Provider's son is residing with them and had a pet and she did not have a record of immunizations or vet exam. Provider reported her son will be moving out with dog in the next week. The animals are not allowed in the basement daycare area with the children. One of the dogs had paperwork for vaccines but the other one did not. Neither dog had vet exams. Provider was referred to CCRR and DHS website for new vet forms.*

110.5(2) A provider file is maintained and contains:

110.5(2)a A physician's signed statement of health and immunization status on the provider and all members of the household who may be present when children are in the home. Statements must be obtained at the time of initial registration and updated every two years. *The provider had*

physicals and immunizations for family members and self. The provider needs to use the new Provider Physical form for self and family members upon renewal. The new form will be good for three (3) years.

110.5(2)c An individual file is maintained for each staff assistant and contains: *The provider has one assistant, Emily. The following items were missing from Emily's file.*

☐ 110.5(2)c A completed DHS Criminal History Record Check, form B, 595-1396

☐ 110.5(2)c A completed Request for Child Abuse Information, form 470-0643

110.5(2)d An individual file is maintained for each substitute and contains: *The provider's substitutes include: Ashely Mass and Jeff Christensen. These two need to be added to her registration. They were both missing the following items in their files.*

☐ 110.5(2)d A completed DHS Criminal History Record Check, form B, 595-1396.

☐ 110.5(2)d A completed Request for Child Abuse Information, form 470-0643

☐ 110.5(2)d A physician's signed statement of health of at the time of employment and at least every two years thereafter.

110.5(8) Children's Files

☐ 110.5(8) An individual file is maintained for each child and updated annually or when there are changes. *The provider has 13 children enrolled and 5 were present during this compliance check. The children's forms in each file needs to be updated every year. Provider agreed to have parents update their forms.*

Each file contains:

☐ 110.5(8)e For infants and preschoolers: A statement of health signed by a physician submitted annually. *Two (2) of the 12 children enrolled were missing updated physicals in their files.*

110.5(10) Substitutes *The provider is in the process of adding two substitutes to her registration when she renews on 12/2014. The following is policy information for the provider. These items will be checked during the 2015-2016 compliance check.*

110.5(10)a All standards regarding supervision and care of children apply to substitutes.

110.5(10)b Except in emergency situations, the provider must inform parents in advance of the planned use of a substitute.

110.5(10)c The substitute must be 18 years of age or older.

110.5(10)d Use of a substitute is limited to: No more than 25 hours per month. An additional period of up to two weeks in a 12-month period.

110.5(10)e The provider maintains a written record of the number of hours substitute care is provided, including the date and the name of the substitute.

110.9(1) SPECIFIC REQUIREMENTS FOR CHILD DEVELOPMENT HOME CATEGORY "B"

The provider was not over numbers at the time of the visit. This is included as a reminder to provider regarding how many children she can care for.

110.9(1)a Not more than six preschool children present at any one time including infants.

110.9(1)b Of these six children, not more than four children who are 24 months of age or younger are present at any one time.

110.9(1)b Of the four children under 24 months of age, no more than three may be 18 months of age or younger.

110.9(1)c Not more than four additional school-age children.

110.9(1)d Not more than two children who are receiving care on a part-time basis at any one time.

110.9(1)e Not more than 12 children present when the emergency school closing exception is in effect.

110.9(1)f When more than 8 children are present for more than two hours, a DHS-approved assistant at least 14 years old is present.

Non-compliance with any of the mandated regulatory requirements listed above may lead to the cancellation or revocation of your Child Development Home Registration. **Please take whatever steps are necessary to completely address each of the violations noted above. It is essential you correct all above-mentioned violations within the next 45 days.**

☒ Based on the items out of compliance listed above, a recheck or follow up visit to your home is not necessary. However, it is essential you provide documentation to the Department that certifies you have corrected each of the identified regulatory violations and are now in complete compliance with all Departmental regulatory mandates. **Please check mark each of the boxes listed above when the necessary corrections have been completed. By doing so, you certify that you have completed all of the mandated regulatory requirements contained within each identified section.**

I certify that I have taken all of the steps necessary to correct each of the identified violations noted above and am now in complete compliance with all of the Departmental mandated regulatory rules.

Please sign and date below, and return this form in the provided envelope by: November 15, 2014.

X _____
Signature Date

Please do not hesitate to contact me at DHS at (712) 328 - 5713 if you have any questions regarding this letter.

Sincerely,



Social Worker II



Social Work Supervisor

Always Remember:

Child Care Resource and Referral is an excellent resource for providers to access training options and support in your area. You can reach Child Care Resource and Referral at 1-800-945-9778 .

As you plan your future trainings to meet your 24 hours of training requirement, please remember that you need to use only DHS approved training and only 12 hours can be by self-study. You can access the approved training by going to http://www.dhs.state.ia.us/Consumers/Child_Care/Professional_Development.html and you can sign up for training at <https://ccmis.dhs.state.ia.us/trainingregistry/>

All providers need to maintain compliance with rules set out in Iowa Administrative Code, Chapter 110, which includes: 441 IAC 110.5(1): Check with the appropriate authorities to determine how the following local, state, or federal laws apply to you: • Zoning code • Building code • Fire code • Business license • State and federal income tax • Unemployment insurance • Worker's Compensation • Minimum wage and hour requirements • OSHA • Americans with Disabilities Act (ADA).